DOCUMENT RESUME

ED 047 361 EA 003 271

TITLE	Policies That Control Gifts & Solicitations in Schools.
INSTITUTION	National School Boards Association, Waterford, Conn. Educational Policies Service.
PUB DATE	Sep 70
NOTE	23p.; Cat. No. 70-45
AVAILABLE FROM	National School Boards Assn., State National Bank Plaza, Evanston, Ill. 60201 (One free with SEARCH certificate, 1-3 kits $2.00; 4-7 Kits $1.80; 8-10 kits $1.60; 11 or more kits $1.50; payment should accompany orders $6.00.)
EDRS PRICE	EDRS Price MF-$0.65 HC Not Available from EDRS.
DESCRIPTORS	*Board of Education Policy, *Board of Education Role, *Boards of Education, *Guidelines, *Policy

ABSTRACT

Guidelines and policies for presenting gifts to school personnel and for solicitations are presented. Giving and soliciting that range from the innocuous and perhaps desirable to activities that could be troublesome and even dangerous are considered. Suggestions for policy positions for what is to be permitted and what isn't are developed. A breakdown of acceptable and unacceptable gifts in the judgment of various school districts across the country is given. (Document previously cited in RIE as ED 044 543.) (Author/CK)

ED047361

Polices That Control Gifts & Solicitations in Schools

Cat. no. 70-45

September, 1970

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL OFFICE OF EDUCATION POSITION OR POLICY.

EA 003 271

...a school board policy development kit prepared by the Educational Policies Service of the National School Boards Association

ABOUT:

the School Board Policy Development Kits...

☐ School Board Policy Development Kits (and other policy development resources) are prepared by the staff of the EPS/NSBA Policy Information Clearinghouse. Announcements about the availability of new kits and other resources appear each month in the pages of **Updating School Board Policies,** the EPS/NSBA newsletter. Every registered member of the Educational Policies Service is entitled to receive one free kit as published when the request for a copy is submitted on a member's SEARCH Certificate. Materials distributed by the Clearinghouse do not necessarily reflect official viewpoints of the National School Boards Association. Additional information about EPS/NSBA is available from the headquarters of the National School Boards Association, 1233 Central Street, Evanston, Ill. 60201 and also from the EPS/NSBA Clearinghouse, 152 Cross Road, Waterford, Conn. 06385.

☐ **Rates:** 1-3 kits @ $2.00; 4-7 kits @ $1.80; 8-10 kits @ $1.60; 11 or more kits @ $1.50. Quantity rates prevail when kits are ordered in quantity. Cost of postage and handling is added unless payment accompanies order—and payment should accompany all orders under $6.00 in value.

© Copyright 1970 National School Boards Association

"PERMISSION TO REPRODUCE THIS COPYRIGHTED MATERIAL BY MICROFICHE ONLY HAS BEEN GRANTED BY
William E. Dickinson
TO ERIC AND ORGANIZATIONS OPERATING UNDER AGREEMENTS WITH THE U.S. OFFICE OF EDUCATION. FURTHER REPRODUCTION OUTSIDE THE ERIC SYSTEM REQUIRES PERMISSION OF THE COPYRIGHT OWNER."

POLICIES THAT CONTROL GIFTS & SOLICITATIONS IN SCHOOLS

Cat. No. 70-45 *September, 1970*

Dear Colleague:

Generosity is a virtue. That goes without question. Nevertheless, it is very important for school boards to set controls, through written policies, on gifts and solicitations in the schools.

Why?

Because the absence of policies by the board tends to encourage an escalation in giving and soliciting--an escalation that could harm the main business of the schools, instruction, and lead upward from problems of morale and hurt feelings to episodes of unethical practices.

To put our topic in perspective, let's consider some examples of giving and soliciting that range from the innocuous and perhaps desirable to activities that could be troublesome and even dangerous.

* The apple for the teacher.

* The Christmas gift exchange in classrooms or faculty lounges.

* The student magazine drive to raise money for band uniforms.

* The collection taken among the faculty for a testemonial dinner for a teacher who is about to retire.

* The soliciting of yearbook ads from businessmen by students.

* The soliciting of students and staff to support the United Fund, the Heart Drive, the Cancer Drive, the Flood Relief

Drive, the Help-the-Earthquake-Victims Drive, and all the other worthwhile campaigns.

* The senior class gift to the high school.

* The PTA auction to raise funds to buy a movie projector.

* The electronic scoreboard donated by a soft drink bottler and which advertises his product before thousands at every football game.

* The "gift" of a good steak dinner for conventioneering administers or board members, paid for by a school supplier.

* Or the friendly "remembrance"--a gift-wrapped bottle of good cheer perhaps, given to school business officials by a salesman.

* And the very tempting gift of a valuable piece of real estate, offered to the school department by a community benefactor who specifies "with certain conditions as to use."

Drawing the Line

Obviously, lines have to be drawn between what is to be permitted and what isn't, and between what is innocent or innocuous and what could be insidious. And "drawing the line" is, really, what policy development is all about. The board's job is to tell through its policy utterances what is wanted and what isn't.

It is obvious, too, that the problem of controlling gifts and solicitations in the schools affects a number of separate policy topics. The pertinent descriptors in the EPS/NSBA classification system are these:

DJEI--Vendor Relations (for policies relating to the propriety of staff members accepting gifts from salesmen or school suppliers)

GAI--Solicitations (governing personnel)

JK--Solicitations (governing students)

KDC, KEB--Solicitations (affecting the public)

GAJ--Gifts (governing personnel)

JL--Gifts (governing students)

KH--Public Gifts (affecting the public)

(Each of those descriptors have subcategories not included here. Consult the full classification system for details.)

Forthright Positions

An analysis of the policies in the Clearinghouse files on gifts and solicitations suggests that boards that do take positions on these matters do it firmly and without equivocation.

"In order that you will be free to teach, the District does not allow solicitations in our schools," says Enid, Okla.

"All schools shall earnestly seek to educate pupils in the services performed by the humanitarian agencies and shall encourage pupils to participate in their financial support as a social and community project," says Minneapolis. But...except for the United Fund, there "shall be no fund-raising drives conducted by nonschool agencies or for nonschool activities among the school children."

While permitting solicitations of pupils for charitable organizations at the junior and senior high school, Concord, N.H., insists that the schools "will not be used for the exploitation of students." That policy would, presumably, ban commercial solicitations.

"Businessmen and others are not to be solicitated for funds, except after approval by the principals and the superintendent," says Helena, Mont. And "pupils shall not be used to convey literature of any kind to the home or for selling or solicitating the selling of tickets for any activities not related to school work."

Port Angeles, Wash., bans "the exchange of gifts between pupils or the presentation of gifts to faculty members by individual students or groups of students." Rare exceptions, however, are permitted--such as a teacher retiring after many years of service. And the Port Angeles policy adds this nice touch: "If a child innocently presents a small gift to the teacher, it can be accepted without fanfare or in privacy so as not to embarass the child. The parent should be made aware of the policy for future guidance."

Clear Creek, Texas, says no to all community fund drives, clothing drives, or "solicitations involving students" while in school. Enid, Okla., says no to the giving and receiving of "personal gifts by teachers, pupils, or patrons at school." But East Orange, N.J., says yes to gifts to the school from outgoing classes. We encourage it, says the board, "as an expression of appreciation and of citizenship participation in community betterment."

Regarding gifts to the school district, most school boards seem to make sure that no strings will be attached to the gift. Says Omaha: "The Superintendent and the Board of Education may accept

gifts for the use of the school provided no restrictions other than those suggested by the Board are placed on the use of such gifts." And from Norman, Okla.: "The school system, as a publicly supported institution, may accept gifts, grants, donations, and titles to property....Once a gift has been accepted by a school, it becomes permanent property of the school and the school shall have exclusive authority over its use."

Watch That Gift Horse

Never look a gift horse in the mouth? Yes, that's the way the saying goes today. But 400 years ago Rabelais said it differently: "...always look a given horse in the mouth."

His advice may be a bit cynical. But it is worth heeding nevertheless.

To assist you in your deliberations, we offer the representative policies on gifts and solicitations which follow.

--William E. Dickinson
Director, EPS/NSBA

ABOUT THE EXHIBITS WHICH FOLLOW

The buff policies, yellow rules, and green information statements which follow may be copied and filed in the Educational Policies Reference Manual. EPS member organizations are also invited to make full use of SEARCH Certificate privileges to get additional sample materials on demand.

EPS/NSBA File: KHE

PUBLIC GIFTS TO SCHOOLS

THE DISTRICT MAY, BY ACTION OF THE BOARD OF EDUCATION, ACCEPT GIFTS, GRANTS, DONATIONS, DEVISE, AND TITLE TO PROPERTY.

It is a policy of the Board to accept only those gifts, grants, donations, devise, and title as it deems consistent with the policies, programs, and interests of the school.

SOURCE: Evanston Township High School District 202, Evanston, Ill.
DATE: 1970

SCHOOL BOARD POLICY SAMPLES (buff sheets) are distributed for demonstration purposes. Contents are not necessarily endorsed by EPS/NSBA. Editing from originals has been for reasons of space and style requirements only.

PUBLIC GIFTS TO SCHOOLS

GIFTS WHICH MAY SERVE TO ENHANCE AND EXTEND THE WORK OF THE SCHOOLS MAY BE RECEIVED BY THE DISTRICT.

It shall be the general policy of the District to direct those who desire to make contribution to consider equipment or services that are not likely to be acquired from public fund expenditures.

1. Equipment contributed to the schools becomes the property of the District and is subject to the same controls and regulations that govern the use of other school owned property.

2. Contributions of equipment or services that may involve major costs for installation or maintenance, or initial or continuing financial commitments from school funds shall be presented by the Superintendent's Office for Board consideration and approval.

3. Because of differences in economic resources available to the various schools, and for other reasons, the purchase of equipment on a matching fund basis, (part of cost provided by an individual or organization and part by the Board of Education from public funds) shall not be encouraged.

4. Individuals or organizations desiring to contribute supplies or equipment will counsel with school officials regarding the acceptableness of such contributions in advance of the solicitation of funds or the making of budgetary appropriations.

5. A list of supplies and equipment contributed primarily for school use shall be reported to the Board of Education by the Superintendent's office at least annually.

SOURCE: Board of Education, Webster Groves, Mo.
DATE: 1966

SCHOOL BOARD POLICY SAMPLES (buff sheets) are distributed for demonstration purposes. Contents are not necessarily endorsed by EPS/NSBA. Editing from originals has been for reasons of space and style requirements only.

PUBLIC GIFTS TO SCHOOLS
(A statement to PTA Units)

Consider whether or not the proposed gift of equipment or service is a public responsibility and should be paid out of public funds. Perhaps it is wiser to press for the inclusion of the item in the next school budget than to donate it themselves.

The School Authorities, of course, should always be consulted before any purchase is made for the school.

Fund Raising is not a primary function of the PTA. Funds are raised only if they are needed for parent-teacher work. PTA has an obligation to use its funds for the purpose for which they were raised.

SOURCE: "Raising and Using PTA Funds," National Congress of Parents and Teachers

INFORMATION STATEMENTS (green sheets) are distributed for information only. Contents are not necessarily endorsed by EPS/NSBA. Editing from originals has been for reasons of space and style requirements only.

PUBLIC GIFTS TO SCHOOLS
(PTA Gifts)

GIFTS MADE TO THE SCHOOLS BECOME THE PROPERTY OF THE BOARD OF EDUCATION. THEIR USE SHALL BE REGULATED BY THE INDIVIDUAL SCHOOL UNDER THE DIRECTION OF THE BOARD OF EDUCATION.

1. Cooperative planning of teachers, administrators, and PTA representatives shall be the accepted method in determining what gifts shall be made. It shall be understood that final determination of the acceptability of the gift shall be made by the Board of Education. This favorable action should be requested before the money is raised for the gift.

   Such items as books, clothing, health items, necessary educational materials for needy children, food for needy children, miscellaneous items of small cost, and recreational items, do not need prior Board approval.

2. It should be understood that it is the responsibility of the Board of Education to spend money raised through school taxes to purchase necessary and needed equipment for the schools, but if money is not available, the PTA should be free to choose items to be acquired and donated to the schools with the approval of the Board of Education.

   To guide the PTA in determining desirable gifts to the schools it is suggested that priority lists or lists of needed and desirable equipment, supplies, or services be kept by all PTA units.

3. The fact that a PTA unit has given a certain gift to one school does not preclude the purchase of such equipment, supplies, or services for other schools by the Board of Education.

SOURCE: Board of Education, Dodge City, Kansas (Abridged)

SCHOOL BOARD POLICY SAMPLES (buff sheets) are distributed for demonstration purposes. Contents are not necessarily endorsed by EPS/NSBA. Editing from originals has been for reasons of space and style requirements only.

EPS/NSBA File: KHE

PUBLIC GIFTS TO SCHOOLS

The Board of Education may accept on behalf of and for the School District any bequest or gift of money or property for a purpose deemed by the Board to be suitable, and to utilize such money or property so designated.

The Superintendent of Schools shall set up criteria to be met in the acceptance of gifts, and the procedure for examining and evaluating offers of gifts to the District.

All gifts shall be given to the school district as a whole, and not to a particular school. At the discretion of the Superintendent, the gift may be used in a particular school.

SOURCE: Special School District #1, Minneapolis, Minn.
LEGAL REF.: Educ. Code - 123.40 - Subd. 3

SCHOOL BOARD POLICY SAMPLES (buff sheets) are distributed for demonstration purposes. Contents are not necessarily endorsed by EPS/NSBA. Editing from originals has been for reasons of space and style requirements only.

EPS/NSBA File: KHE-R

PUBLIC GIFTS TO SCHOOLS

Any gifts presented to the School District must be accompanied by a letter from the donor for official action and recognition by the Board.

To be acceptable, a gift must satisfy the following criteria.

Have a purpose consistent with those of the school;

Offered by a donor acceptable to the Board;

Will not add to staff load;

Will not begin a program which the Board would be unwilling to take over when gift or grant funds are exhausted;

Would not bring undesirable or hidden costs to the school system;

Place no restrictions on the school program;

Will not be inappropriate or harmful to the best education of pupils;

Will not imply endorsement of any business or product;

Will not be in conflict with any provision of the school code or public law;

All gifts, grants, and bequests shall become school district property.

A letter of appreciation signed by the President of the Board and by the Superintendent of Schools shall be sent to a donor.

SOURCE: Special School District #1, Minneapolis, Minn.

ADMINISTRATIVE RULES SAMPLES (yellow sheets) are distributed for demonstration purposes. Contents are not necessarily endorsed by EPS/NSBA. Editing from originals has been for reasons of space and style requirements only.

EPS/NSBA File: GAJB

GIFTS TO STAFF MEMBERS

PUPILS, PARENTS, AND OTHER PATRONS OF THE DISTRICT SHALL BE DISCOURAGED FROM THE ROUTINE PRESENTATION OF GIFTS TO DISTRICT EMPLOYEES.

When a pupil feels a spontaneous desire to present a gift to a staff member, the gift shall not be elaborate or unduly expensive.

The board shall consider as always welcome, and in most cases more appropriate than gifts, the writing of letters to staff members expressing gratitude or appreciation.

This shall not be interpreted as intended to discourage acts of generosity in unusual situations, and simple remembrances expressive of affection or gratitude shall not be regarded as violations of this rule.

SOURCE: Shoreline Schools, Seattle, Wash.
DATE: 9/19/70

SCHOOL BOARD POLICY SAMPLES (buff sheets) are distributed for demonstration purposes. Contents are not necessarily endorsed by EPS/NSBA. Editing from originals has been for reasons of space and style requirements only.

14

EPS/NSBA File: JLA

STUDENT GIFTS TO STAFF MEMBERS

STUDENTS SHALL BE DISCOURAGED FROM COLLECTING MONEY, SETTING ASIDE FUNDS, OR PURCHASING GIFTS FOR FACULTY MEMBERS.

Students can best express their appreciation to faculty by letters of appreciation and by congenial working relationships.

SOURCE: Evanston Township High School District 202
Evanston, Ill.
DATE: 1970

SCHOOL BOARD POLICY SAMPLES (buff sheets) are distributed for demonstration purposes. Contents are not necessarily endorsed by EPS/NSBA. Editing from originals has been for reasons of space and style requirements only.

EPS/NSBA File: JLA

STUDENT GIFTS TO STAFF MEMBERS

It shall be the policy of the Parkrose School District to prohibit the practice of giving gifts to staff members by individual students or groups of students such as classes, athletic teams, musical groups, etc. Teachers and sponsors of groups or organizations shall make every effort to inform students of this policy on an annual basis so that the practice may be eliminated with a minimum of misunderstanding by pupils or their parents.

SOURCE: Parkrose School District #3, Portland, Ore.
DATE: 1963

SCHOOL BOARD POLICY SAMPLES (buff sheets) are distributed for demonstration purposes. Contents are not necessarily endorsed by EPS/NSBA. Editing from originals has been for reasons of space and style requirements only.

EPS/NSBA File: KDC*

SOLICITATIONS

Participation in any fund or charity drive by either students or employees shall be entirely voluntary as far as each individual is concerned. There shall be no cause for embarrassment to those who do not or cannot participate or contribute.

Without prior approval of the Board of Directors, fund and charity drives involving students shall be limited to the Junior Red Cross and the March of Dimes.

Pseudo merchandising or fund raising campaigns to be conducted by students or school employees in the community or away from school premises to obtain funds for school, student body, class or club treasuries may not be conducted without prior approval of the Board of Directors.

SOURCE: Clover Park School District #400, Lakewood Center, Wash.
DATE: 9/22/60
LEGAL REF.: RCW 28.58.110

* Other file references: KEB, GAI, JK

SCHOOL BOARD POLICY SAMPLES (buff sheets) are distributed for demonstration purposes. Contents are not necessarily endorsed by EPS/NSBA. Editing from originals has been for reasons of space and style requirements only.

EPS/NSBA File: KDC*

SOLICITATIONS

COLLECTIONS OF MONEY, FOOD, OR CLOTHING SHALL BE MADE ONLY IN ACCORDANCE WITH POLICIES ESTABLISHED BY THE BOARD.

No person shall advertise, promote, or attempt to sell any article, investment, insurance, or other business proposition to any pupil or employee of the Board of Education during school or office hours or on any school property. This prohibition shall not apply to employees of the Board of Education whose duties involve the purchase of goods or services for school use, nor shall it apply to the interview of members of textbook committees when carried out in accordance with the procedure for selection and adoption of textbooks prescribed by the Board of Education.

Because fund raising drives divert so much time, energy, and attention of the staff from their educational tasks, the Board of Education sanctions only one such drive per year. Proceeds of that drive may be allocated by the Superintendent among the several worthy charities offering district-wide services, or given directly to the United Fund.

Tickets to affairs sponsored by or for nonschool agencies shall not be sold in any public school or on school premises by any school or school organization or by any nonschool organizations.

SOURCE: Special School District #1, Minneapolis, Minn.

* Other file references: KEB, GAI, JK

SCHOOL BOARD POLICY SAMPLES (buff sheets) are distributed for demonstration purposes. Contents are not necessarily endorsed by EPS/NSBA. Editing from originals has been for reasons of space and style requirements only.

EPS/NSBA File: JKA (ALso KEBA)

SOLICITATIONS OF STUDENTS

THE PORT ANGELES SCHOOLS SHALL STRIVE TO SAFEGUARD THE STUDENTS AND THEIR PARENTS FROM MONEY RAISING PLANS OF OUTSIDE ORGANIZATIONS, COMMERCIAL ENTERPRISES, AND INDIVIDUALS.

This policy applies particularly to ticket sales and sales of articles or services except those directly sponsored or handled by the school authorities.

Outside organizations shall not be permitted to advertise events through the school or use the children to sell tickets except those jointly school-sponsored or school-approved parent-teacher activities.

All information, advertising, tickets, and other materials must carry the name of the sponsor. The use of the title, Board of Directors, shall not be used on any materials, notices, or advertising without the specific consent of the Board.

SOURCE: School District #21, Port Angeles, Wash.
DATE: 1967

SCHOOL BOARD POLICY SAMPLES (buff sheets) are distributed for demonstration purposes. Contents are not necessarily endorsed by EPS/NSBA. Editing from originals has been for reasons of space and style requirements only.

EPS/NSBA File: JKB (ALso KEBB)

SOLICITATIONS BY STUDENTS

Central Valley Schools have established programs of study. Classes pursue planned courses of study which outline approved sequences for the learning activities involved in each of the subject matter fields. It shall be contrary to established policy for this orderly sequence to be delayed or altered for the purpose of permitting students to engage in any fund raising campaign activities promoted by nonschool groups regardless of their merit without Board authorization.

SOURCE: Central Valley School District #356, Spokane, Wash.
DATE: 2/28/62

SCHOOL BOARD POLICY SAMPLES (buff sheets) are distributed for demonstration purposes. Contents are not necessarily endorsed by EPS/NSBA. Editing from originals has been for reasons of space and style requirements only.

EPS/NSBA File: GAIA (ALso KDCA)

SOLICITATIONS BY STAFF

A professional employee shall not sell instructional supplies, equipment, or reference books in the attendance area served by his school. He shall not furnish lists of students or parents to anyone selling these materials.

SOURCE: Charlotte-Mecklenburg Schools, Charlotte, N.C.
DATE: 5/30/67

SCHOOL BOARD POLICY SAMPLES (buff sheets) are distributed for demonstration purposes. Contents are not necessarily endorsed by EPS/NSBA. Editing from originals has been for reasons of space and style requirements only.

SOLICITATIONS BY STAFF

No teacher shall use his or her position in the Shoreline School District to influence parents or pupils of the District to purchase books or other merchandise, except for materials approved by the Superintendent's office for use in the classroom.

SOURCE: Shoreline Schools, Seattle, Wash.
DATE: 1966

SCHOOL BOARD POLICY SAMPLES (buff sheets) are distributed for demonstration purposes. Contents are not necessarily endorsed by EPS/NSBA. Editing from originals has been for reasons of space and style requirements only.

VENDOR RELATIONS

No member of the board or employee of the district will accept gifts from any person, group, or entity doing, or desiring to do, business with the district; and all business-related gratuities are specifically prohibited except nominal value advertising items widely distributed.

SOURCE: Board of Education, Cheyenne, Wyoming
DATE: 10/14/68

SCHOOL BOARD POLICY SAMPLES (buff sheets) are distributed for demonstration purposes. Contents are not necessarily endorsed by EPS/NSBA. Editing from originals has been for reasons of space and style requirements only.

EPS/NSBA File: KI

FREE MATERIALS DISTRIBUTION IN SCHOOLS

Commercial organizations offer many materials for use by teachers in the classroom. Some of these materials are of high educational value with little or no advertising emphasis. Other materials are primarily advertising and have only limited educational value.

In general, supplementary printed materials from commercial, political, religious, or other nonschool sources, should have the approval of the Associate Superintendent for Instructional Services before being used in the schools. This approval may be given to materials which are of obvious educational quality, which supplement and enrich text and reference book materials for definite school courses, which is timely and up-to-date, and which promote American democratic ideals and moral values.

Advertising materials of commercial, political, or religious nature should not be displayed or distributed in the schools or on the school grounds. Pupils may not be used as the agents for distributing nonschool materials to the homes without the approval of the Superintendent of Schools.

Teachers may use special aids (nonprinted materials) such as models, cuts, films, slides, pictures, charts, and exhibits for educational purposes with the approval of the principal although such materials may bear the name of a commercial business firm which may have provided the aid.

Educational films secured from or through commercial sources shall be approved by the director of audio-visual education prior to their use in the schools.

SOURCE: Board of Education, Buffalo, N.Y.
DATE: 1963

SCHOOL BOARD POLICY SAMPLES (buff sheets) are distributed for demonstration purposes. Contents are not necessarily endorsed by EPS/NSBA. Editing from originals has been for reasons of space and style requirements only.